



## About Apex

The Apex Group was established in Bermuda in 2003 and is now one of the world's largest fund administration and middle office solutions providers. Apex has continually improved and evolved its product suite by surrounding these core administrative services with additional products spanning the full value chain of a fund; from information delivery and regulatory products to fund platforms and tax services. The globally distributed service model has rapidly expanded through a combination of organic growth and more recently bolstered by acquisition. Service is now delivered by over 10,000+ staff across 50+ offices. The Apex Group administers circa \$2.3 trillion in assets, including the investments of some of the largest funds and institutional investors in the world.

**POSITION:** Managing Director – Apex Corporate Services Ltd.

**DEPARTMENT:** Corporate Services

**LOCATION:** Bermuda

## Main Responsibilities of the Job:

- To proactively spot governance issues before they arise
- To manage relevant relationships with team members and senior management of group entities, where necessary
- To build positive relationships and add real value to the teams and entities from a governance perspective
- To adhere to processes, procedures, and working practices for the greater good of the entities.
- Organizing and attending board and committee meetings and producing resolutions, minutes and the like
- Draft minutes and prepare an action point list of the matter arising from the board meeting and forward them to the relevant client for review within ten (10) business days of the board meeting
- Amend minutes and action point list to incorporate any changes suggested and circulate revised list to all board members and persons allocated an action point
- Ensuring all Companies Act filings and registrations are made in a timely and accurate manner for the entities. Ensure all other requirements of the Companies Acts or other relevant legislation is met
- Maintaining corporate registers (e.g. register of directors, etc.)
- Assisting to produce powers of attorney
- To advise Senior Management on corporate governance/ company secretarial matters on a regular basis
- To work closely with the Group Compliance Officer and the Group Corporate Services Manager as necessary and appropriate
- To assist Apex's Senior Management and the Group Compliance Officer and the Group Corporate Services Manager in advising on managing, mitigating, and monitoring corporate governance risks
- Notify the Cayman/BVI authorities through registered agent of change in directors when applicable
- To deal with any other responsibility reasonably assigned by Senior Management and Group Managers
- Changes to directors/secretary, registered office
- Change of Company Name
- Changes to Authorised Share Capital (increase, creation, conversion)
- Changes to Issued Share Capital (allotments, share transfers)
- Preparation and filing of Annual Returns
- Holding of Annual General Meetings and Extraordinary General Meetings
- Maintenance of Corporate Registers
- Notifications to the Financial Regulator and Offshore Authorities
- Deal with queries and requests, on a day-to-day basis from clients, auditors, and internal staff
- To represent the Company in a professional manner and enhance the perception of the Company as client oriented, proactive, and dedicated to providing superior service
- Ensure all deliverables are met on a timely and accurate basis
- Involvement in HR Management of ACSL which includes staff recruitment, interviewing, onboarding, etc

## Qualifications, Skills and Experience:

- University degree with a major in related business program and / or Law degree
- Successfully completed Governance related qualifications ICSA/ACIS
- 15+ years' experience in leading Corporate Services teams preferably in the alternative funds space
- Proven success in client relations, client business development, and client retention.
- Proven experience with creation of new policies and to monitor that their staff adhere to such policies and procedures
- Strong understanding of Bermuda legislation and regulations in the corporate administration area within the alternative funds industry
- A highly organized individual who is able to work efficiently in a fast pace environment and can manage multiple priorities at the same time

## Additional information:

We are an equal opportunity employer and ensure that no applicant is subject to less favourable treatment on the grounds of gender, gender identity, marital status, race, colour, nationality, ethnicity, age, sexual orientation, socio-economic, responsibilities for dependents, physical or mental disability. Any hiring decision are made on the basis of skills, qualifications and experiences. We measure our success as a business, not only by delivering great products and services and continually increasing our assets under administration and market share, but also by how we positively impact people, society and the planet. For more information on our commitment to Corporate Social Responsibility (CSR) please visit <https://theapexgroup.com/csr-policy/>

If you are looking to take that next step in your career and are ready to work for a high performing organization, alongside talented people who take pride in delivering great results, please submit your application (with your CV, cover letter and salary's expectations) to our dedicated email address: [Recruitment@apex.bm](mailto:Recruitment@apex.bm)

All applications will be strictly confidential. Interested candidates should apply to the following:

## Regional Human Resources Manager

P.O. Box 2460, Hamilton, HMJX

T) 292-2739, F) 292-1884

[recruitment@apex.bm](mailto:recruitment@apex.bm)

Closing deadline for receipt of applications Dec 12, 2022

NO AGENCIES PLEASE